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FIRST AID POLICY

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

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Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

FIRST AID POLICY

This policy is written as an extension to the Bearwood College Health and Safety Policy previously endorsed by the Governors.

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation the College will ensure that there is adequate and appropriate equipment and facilities for providing First Aid in the workplace. First Aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

Policy Statement

Bearwood College will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (S11981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*. This policy complies with paragraph 3(6) of the schedule to the Education (Independent College Standards) (England) Regulations 2010 (SI 2010/1997).

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to staff, scholars, visitors, contractors and others who may be affected by the activities of the College.

Aims/Objectives

To ensure compliance with all relevant legislation

To undertake suitable and sufficient assessments of first aid needs

To identify and implement reasonably practicable arrangements for dealing with accidents

To provide competent persons for carrying out first aid treatment

To conduct regular checks on first aid equipment and the availability of consumables

Responsibilities

The Headmaster, working through the SMT, will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.

The SMT will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.

The Heads of Department, Housemasters and Support Staff Managers will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.

The College Nurse will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.

The College Nurse will ensure that suitable equipment, facilities and consumables are provided for first aid treatment.

The College Nurse will ensure that suitable first aid notices are displayed, which details names of first aiders. In the Early Years Foundation Stage (EYFS) setting at least one person who has a current paediatric first aid certificate must be on the premises at all time when

children are present. On outings including children from the EYFS there must be at least one person who has a current paediatric first aid certificate.

First Aiders will ensure that all first aid treatments are recorded in the College's accident books and such notices passed in the first instance to the Medical Centre and subsequently to the Bursary for filing. See section below on Reporting for further details.

The Bursary will ensure that arrangements are in place for a suitable budget for training and re-training of first aiders.

The SMT will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

Arrangements

- Staff will be selected for training in conjunction with the Bursar and Headmaster.
- Training for first aiders will normally be undertaken externally.

First Aid boxes are located in: Design Technology, Food Technology/Textiles x2, Science Block, ES Lab, Workshops x3, Nursery/Reception Classroom, Mini Buses, Senior Art Room, Junior Art/Science, Pool House, Site Office, Senior Office, Senior Staffroom, Junior Staffroom, Transport Manager's Office.

The College Nurse is responsible for checking that first kits are in their correct places, properly marked and maintained complete. First Aid boxes are checked each term, or more frequently as necessary, and any deficiencies made good without delay. The Nurse keeps a log of where all First Aid boxes are located and the date on which they were checked. All staff have been advised as to locations. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-College activities. First Aid boxes used for day and residential trips are checked on return. Before undertaking any off site activities the member of staff in charge should ensure they have adequate first aid provision. College minibuses are already well stocked. Groups going on coach trips will need to arrange a First aid kit if not supplied by Coach Company

Epipen Policy

The College endeavours to exercise due care and control with regard to the medical needs of scholars who have nut allergies etc who must carry epipens at all times.

Epipens are held at

Common room
the Nursing Staff personal First Aid kit, and
the Medical Centre.

Scholars potentially in need of an epipen are responsible for ensuring that they carry the epipen at all times. The Houseparents fulfil a parental role in this regard, keeping a reasonable eye on the safety and welfare of the scholars in their care.

A scholar who requires it may not go on College trip if not carrying his/her epipen. The member of staff responsible for the trip checks the scholar has his/her epipen before trip leaves. In cases where a trip does not have reasonably easy access to medical assistance (eg a Geography river trip etc) then two epipens must be carried by the scholar.

While College staff are under no legal obligation to administer medication, it is their normal practice to endeavour to offer whatever reasonable assistance they can within their ability to any scholar in need or difficulty. Please note: Scholars who have medical

conditions that may require emergency treatment, such as asthma or diabetes, must carry their medication with them, or they will not be able to attend.

Procedure in the event of contact with blood or other bodily fluids

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Nurse and take medical advice if appropriate.

Reporting

The First Aider should complete a record of first aid provision.

All injuries, accidents and illnesses, however minor, must be reported to the Nurse who is responsible for ensuring that the accident report forms and books will be filled in correctly and that parents and HSE are kept informed as necessary.

Providers must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the First Aiders) must be recorded in the College's accident book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

The College Nurse will fill in an accident report form for every serious or significant accident that occurs on or off the College site if in connection with the College. This will be kept by the Bursar. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

In the event of accident or injury parents must be informed as soon as practicable. The College will inform parents of any first aid treatment that is given to pupils in the EYFS setting.

The College is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents involving Staff:

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- cases of work related diseases that a doctor notifies the College of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors:

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

any College activity (on or off the premises)

the way a College activity has been organised or managed (e.g. the supervision of a field trip)

equipment, machinery or substances

the design or condition of the premises.

For more information on how and what to report to the HSE, please see

<http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Emergency First Aid

If any member of staff believes that someone is suffering from a serious or life-threatening event,

accident, or immediate illness, an ambulance is to be called at once by dialling 999.

The list below provides guidance on when an ambulance must be called but is not exclusive, and if in doubt, an ambulance or paramedic should be requested.

- Suspected Stroke
- Unresponsive Hypoglycemia
- Suspected Heart Attack
- Unresponsive Asthma attack
- Anaphylactic Shock
- Suspected spinal injury
- Suspected broken limb causing Immobility
- Serious breathing distress
- Unconsciousness

Procedure for Administering Medicine & First Aid Treatment

- A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the College premises or as part of a College-related activity.
- Medical forms which are completed at point of entry give parents' consent to their child being given a mild pain killer or antihistamine
- The information from the Medical Form is stored on the College's Management Information System to which the College Nurse refers when assessing a child
- If the child is in Early Years Foundation Stage and Years 1 and 2, or Junior Department, the College Nurse will contact a parent in any event and prior written permission will be obtained from parents before any medication is given.
- Medication that is brought from home to be administered at College, e.g. antibiotics must be accompanied by a covering letter or completion of a form available from the College. The cover letter must clearly outline what the drug is, the required dosage, how often it should be administered, the period of medication and the storage instructions. Medicines must be brought into the College in the original container in which they were dispensed and should include the prescriber's instructions for administration. Authorisations are kept on file.
- Medicines will be stored strictly in accordance with product instructions in the original container in which they were dispensed.
- A record is made of all medication administered by the College Nurse including the reason and dosage. Such records can be provided, subject always to the law on data protection, to parents on request.

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